

CSTARS COMMITTEE MEETING MINUTES
 December 2, 2015
 1881 Pierce St. – Boards and Commissions Conf. Rm.
 Lakewood, CO 80214

CSTARS Committee Members Present:

Member	County	Present:	Via telephone:	Absent:
Chair-Sara Rosene	Grand County		√	
Jean Alberico	Garfield County		√	
Bo Ortiz	Pueblo County		√	
Garland Wahl	Washington County		√	
Matt Crane	Arapahoe County		√ (late-11am)	
Shelia Reiner	Mesa County		√	
Krystal Brown	Teller County			√

Name	County/Agency	Representing	Present:	Via telephone:
Pam Nielsen	Larimer County	CARS Committee		√
Jason Salazar (for PJ Taylor)	Denver County	CARS Committee		
Jackie Campbell	Mesa County	CARS Committee		
Diana Hall	Boulder County	CARS Committee representing Washington County		√
Robb Chiles	Governor's Office of Information Technology	Budget		√
Kathy Chase	OIT	OIT		√
Mike Dixon	Division of Motor Vehicles	DOR & DMV		
Lori Dugan	Department of Revenue	DOR		√
Libby diZerega	Governor's Office of Information Technology	Trainers		√
Tim Foote	Governor's Office of Information Technology	OIT		
Tony Anderson	Division of Motor Vehicles	Title and Registration Section		√
Dylan Ikenouye	Division of Motor Vehicles	Title and Registration Section		√
Amanda Krager	Department of Revenue	OBFS		√
Terri Krupke	OIT	OIT		√
Victoria Krupke	Arapahoe County	CARS Committee		√
Pam Nielsen	Larimer County	CARS Committee representing Chaffee County		√
Norma Trickey	Boulder County	DRIVES Steering Committee		√
Royal Taylor	Division of Motor Vehicles	Budget		√
Cindi Wika	Governor's Office of Information Technology	Project Management		
Noelle Peterson	Division of Motor Vehicles	Title and Registration Section		√
Patrick Flanagan	Division of Motor	Title and Registration Section		

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	Vehicles			
Chris Hochmuth	Division of Motor Vehicles	Title and Registration Section		√
Rhonda Johnson	La Plata County	La Plata County		√
Paul Nadeau	OIT-Trainer	OIT		√
Jack Arrowsmith	SIPA	Colorado Interactive		
Ken Gurule	OIT	OIT		
Laural Thompson	Division of Motor Vehicles	Budget		
Pat Heckman	Division of Motor Vehicles	Budget		
Pam Anderson				
Breanna Howerton	Division of Motor Vehicles	PMO Office		
Eric Deffenbaugh	FAST, Inc.	DRIVES		
Maren Rubino	Department of Revenue	Division of Motor Vehicles		
Charmaine Rose	Department of Law	Attorney General's Office		
Brian Honeycutt	Douglas County			√
Marty Hartley	Colorado Interactive			√
Patrick Nevelle	Douglas County			√

Sara called the meeting to order at 9:31 a.m.

Roll was taken of CSTARS Committee members and CARS Members. Roll of DOR, OIT and guests was taken.

Consideration of the minutes:

A quorum was not yet present, so the minutes were postponed.

Old Business:

CSTARS Charter – Shelia was not yet present, so this was postponed.

CSTARS Fund – Amanda Karger:

It was decided that as several key people were missing to wait a few more minutes for people to join the call.

At 9:34 a quorum was present.

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Sara went back to the Approval of Minutes: Shelia had a couple of corrections to the 10/21/2015 minutes. Garland moved to approve the corrected minutes. It was 2nd by Jean. Motion passed.

CSTARS Charter -- The proposed charter was presented by Sara and Shelia and discussed by the committee.

Shelia moved to approve charter with changes made today. Jean 2nd the motion. Motion passed.

CSTARS Fund – Amanda Karger: Amanda had Lori Dugan report on the questions listed on the agenda. Lori discussed the responses from the Attorney General on these questions:

- Legal Use of the fund for shared services – AG believed this to be a sound methodology and would be OK. Sara asked for a copy of the AG opinion, Amanda noted that it was an informal opinion. Sara asked for a Formal opinion. Amanda would approach the AG's office with this.
- Restriction on how the fund can be used
- Fund paying for county travel to support DRIVES
- Fund paying for CSTARS Committee members to attend CSTARS Committee meetings.

Lori answered the above three bullets all together saying that Fiscal Rule 2.1 is the governing rule for this; under this rule the answer is yes. For DRIVES, however they are further restricted by the Capitol Construction Request which did not approve paying for county travel for county members. So the answer on that is no. However CSTARS travel expenses can be paid for out of the fund.

Sara asked some clarifying questions regarding the use of CSTARS funds for county travel for DRIVES and Amanda answer in the affirmative.

Budget Approval – Sara Rosene: Sara asked where the Committee was with this. There was discussion to confirm. Jean moved to Confirm the budget as presented. Garland 2nd the motion. Motion passed.

November CSTARS Programming Release Approval – Kathy Chase: Terri said Kathy would join shortly, but Terri gave some updates on the release notes that Dylan had sent earlier. Kathy discussed the document recommending postponing the release until 12/31/2015 for the fee changes. Kathy and Terri discussed how the current end-of-day and end-of-month reports would still be available for balancing/reconciliation etc.

Jean asked about the status of the testing. Terri reported the issues is down significantly and is down to a small amount. Feedback is that the fees themselves are fine; the reports are still being adjusted to report out properly. Terri said testing was continuing and everything looked promising for the 12/31 release. Diane Hall and Terri discussed the reports and identified some possible training issues.

Shelia moved to approve the December release with a deployment date of 12/31/2015. Jean 2nd the motion. The motion passed.

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Requesting CSTARS Data and Information – Sara Rosene: Pam had a report and wanted to give it during the CARS report.

Reports and Updates:

Colorado Interactive Update – Marty Hartley: Kate gave an update that there had been some payment failures over the last several days and this has been escalated and there should be resolution today. Marty said that they have been working with Denver on the application PocketGov and make the payment engine work and to date there have been 208 successful transactions for \$32,384.99 with no issues. Tony F. noted that they still haven't advertised the application yet and that other counties that use it will really be excited by it.

Department of Revenue Monthly Report:

Mike Dixon – Mike was unable to make it.

Tony Anderson – reported that Kevin Kihn has filled the Operations Manager position, welcome. Crystal's position will be posting shortly. For the legislative committees, OHV interim committee met 10/23/2015 and draft legislation was discussed. On 10/27 the Department met with the drafter regarding potential amendments and it looks like it might get derailed. TLRC met 11/03; their main bill was the Kei Vehicle bill. 3rd party DMV bill was discussed, there will be a study done. Tow searches were discussed. For projects SB15-090 a vendor has been awarded and contract is under negotiation for issuance of Temp Permits, work is moving forward. Legislation – HB15-1004 will be ready for 1/1/2016. SB 15-229 ALS plate will not be live until they reach their signature requirement. Rocky Mountain Group Special plate will be going live 1/1/2016. Rules – 10-27-2015 was the hearing for Rule 4 GVW Registration will be promulgated fairly quickly. Rule 5 Hearing for Fleet registration was 11/23 and will be moving forward. 12/17/2015 will be the Rule 9 (Depot Plates) Hearing. Rules still in process – Rule 10 Disposition of Motor Vehicle Repair Shops; Rule 11 Emergency Vehicle Equipment; and Rule 19 for Colorado certificate of vehicle proof on ownership. No Forms Workshops. Communication that was sent out updating electric vehicle owner deceleration was sent out on 11/2. November's newsletter was sent out on 11/10. T&R will provide a clarification on ELT requirements for transactions for titles that was sent out on the 19th.

For T&R they processed 500,753 documents at 98% within goal and with a 1.93% rejection rate. There is a 2.97 month supply of plates in the counties and 3.95 month supply in recall for a total of 6.92 month supply. For County only inventory there is a 3.10 month supply. For Passenger plates only there is a 2.63 month supply in the counties and 2.45 month supply in recall for 2.08 month supply total.

Department of Revenue Budget Report – Royal Taylor: All of the Expenditure data is still preliminary as the State Controller's office is just getting ready to close period 1. The idea is

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to have it similar to last year where they close the first period late but then they have accelerated closes, coming over the next few months to catch us back up to the current period.

CSTARS Revenue is right on, less than 1% off.

CSTARS Expenditures is also fairly close. Variances are in things that haven't quite billed out yet, specifically Shared Services which should be caught up by 10/2015, then should level off the rest of the year.

For the Cash Flow Summary the projected revenues are \$14.1million with \$10.9million in expenditures leaving a fund balance of \$13.8million.

License Plate Cash fund – shows the first quarter order, the 2nd quarter is schedule to hit in November. Revenue is similar to last year and will be very tight, trending 2-3% below initial projections. Year should end in a positive fund balance, about \$400,000 where we began.

Sara asked about counties not collecting material fees. Royal said that they were reviewing this, Tony asked for it to be added to the December meeting agenda as they are still completing some analysis.

Office of Information Technology (OIT) Monthly Report – Tim Foote: Tim was not able to be here. Paul went through the OIT Trainers section regarding their County visits, meetings, procedures, etc. 2016 Refresh is on hold pending the task order. Paul also discussed the Trainer's involvement in the UAT testing over the last two months.

Cindi Wika discussed the projects – DRIVES is in the Green; Temp. Permits look good; Refresh is waiting on the Task Order, which should be issued this week. Everything else seems on track and on budget.

CARS Report – Pam Nielson: CARS committee met 11/12/2015 and discussed the requesting reports and spent a good deal of time on this. Requests would be handled similar to programming requests; and might still be subject to CORA requirements. Time constraints were probably going to be an issue. Process review is ongoing. Working on the best solution for our need.

Also discussed system update alerts. Terri and Jason are still working on this. Also discussed OIT Emergency Requests and decided that there needs to be a process that would involve CARS, gathering data, possible special meetings, etc. – they'll continue with mapping out this process to keep Sara (or 1 person) off of the hot seat.

They also discussed "No-Fee" plate and tab replacements and how that affects the material fee collections. They are developing a best practices document and are revising it now. Internet Access for the counties was discussed and Cindi is awaiting CSTARS approval to set up internet access on the CSTARS network be much closer to what DOR is doing. This should cut down

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on firewall requests. Mike Dixon agreed that business approval was appropriate. It would then be up to the counties to monitor internet accesses and what acceptable uses are.

CSTARS was not ready to do this; they felt like they wanted more information. So this was tabled.

CARS also discussed UAT testing and how Terri wasn't getting a lot of involvement from the counties on important UAT testing.

Programming Requests: they discussed data mailer approvals. Dylan was taking a final look and noticed some differences. He addressed the issues and CARS will take one last look at those. Also discussed were the new Reg. Receipt design and some possible changes yet to come. They also discussed NSF checks for FAC. CSP doesn't have any real way or interest in enforcing so CARS is going to take it back to FAC and see if they want to pull the request. Also discussed the Move card requests, costs seem minimal – Committee is going to have Terri move forward with this for the January release. We talked about a couple other requests that Boulder County submitted one regarding military SOT tax exemption. Had the data mailers worked in that case, we have looked at the program request and it was moved for approval and the committee rated it priority rating of 23. So that we could have different verbiage on the data mailer for those military exempts. They know what documentation we need to have to present for that exemption.

We talked about permanent SMM/OFH decals on SMM owned by government entities. That it would require a new plate type. It would be about 350 hours of programming time. If we are in the mix of doing program request for plates that were approved by legislation it would be a minimal change to create that extra type transaction. The committee approved that request with a rating of 24.

Then we had some other program requests that were submitted before we started talking about moratorium that we still need to finish. At our last meeting we talked about equipment requests and we put some on hold because we didn't know what the total cost of those, where we stood with out \$40,000 line item for equipment request approvals. The working group got together and Cindy went back and reviewed all our estimates, as far as what was outstanding, what we had completed. As of today, with the 3 that we proposed last meeting, we would be sitting on a balance of \$37,249.50 at this time of the process.

Pam recounted the previous equipment requests.

- Rio Blanco—Rangley move, needs \$24,000 for cabling 3rd Qrt 2016,
- Rio Blanco – Meeker is making a temporary move for renovations and needs \$3,600 for data drops for 4/2016.
- Adams – Bennett office is moving and needs to move 2 PC.'s, 2 printers and cabling for about \$1,500 for the first of January.

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Cindy is working on cable quote modification so that it doesn't all come out of the \$40,000 County Improvement budget. Cindy believed that it would take \$4,800 off of the 7,500 request. This would leave \$6,000 and some change.

Sara asked for a motion to approve these cabling requests. Shelia moved and Matt 2nd the motion. The motion was approved.

Diana H. brought up the Reg. Receipt again saying that the name on the second copy was really necessary to balance.

Tony F. gave a DRIVE update: the DRIVES committee wanted all of the CSTARS and CARS meeting to come to the facility after the next CSTARS meeting for a meet and greet. Also there will be a newsletter, called the Journey going out. County updates/information will start going out more often now that work has started. The financials will be very similar to how Driver's License does it and is 80% done as it's an off the shelf product. Mike Dixon will start reaching out to the County finance people to look at this through the CCCA as business practices will be changing.

Keith Poor of Pueblo County discussed the new Reg. Receipt. Keith noted that while the name wasn't there, there was a VIN and title number so it wasn't really that big a deal. Keith would like names but wasn't a deal breaker. Diana spoke up saying that they need the name on the 2nd receipt for balancing and hoped that a Trainer could reach out on how to make this work as they didn't use CTS. Libby said that they could help.

New Business:

None on the agenda, but Matt brought up how other states use Kiosks and other vendors. They've been meeting with vendors along with Mike Dixon and Tony Anderson. Matt wanted committee approval to move forward with these in spite of the Programming Moratorium. He wanted to start a PIF to determine the level of effort to launch this in Arapahoe County to start this by June 1, 2016. Shelia asked if it was as simple as a data import/export. Matt said maybe, but cards would have to be redesigned as the Kiosks will be issuing tabs as well. Sara asked if this had to go through the Department of Revenue's whole process. Matt said Arapahoe County would be footing the bill and that Mike thought this could move forward fairly quickly. Tony confirmed that the Department was anxious to move forward with this. Sara asked for a motion to approve moving forward with the PIF. Shelia/Bo moved to allow Arapahoe to move forward with the pilot. Matt 2nd the motion. Motion carried.

Public Comments, Questions and Statements: none

Sara adjourned the meeting at 11:42 a.m. *[Please refer to the recording and or presentation-handouts for further details.]*

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The Next meeting will be Wednesday, December 16, 2015 10:30 a.m. at the Boards and Commissions Conference Room at DOR – 1881 Pierce St., Lakewood, CO 80214 and via GoToMeeting.